

Redwood Community Radio

Minutes

Redwood Community Radio Board of Directors
May 9, 2023, 3:00 p.m.

Zoom On-Line Meeting

I. Call to order, establishment of a quorum & selection of facilitator

Opening comments from the President; meeting ground rules.

Recognizing the presence of a quorum, Chapdelaine called the meeting to order at 3:08 p.m.

II. Roll Call

Roll call was called by Chapdelaine.

BOARD-APPOINTED MEMBERS: President Nadine Chapdelaine,
Treasurer Flurina Niggli, Secretary Tonya Farmer

MEMBER REPS: Chestine Anderson, Stephanie Thomas, George
WinterSun

PROGRAMMER REPS: Vice-President Lisa "Luv" Deny, Javier Rodriguez

STATION MANAGER: Administrative Assistant Lisa Music

GUESTS: Jama Chaplin, Emma Nation-Myers

ABSENT: Stephanie Thomas

A. Motion to Dissolve the Audit Committee

Chapdelaine stated the Audit Committee would be dissolved. Deny thought we had already done that. Chapdelaine pointed out at the time of the next Audit, the Audit Committee will be reactivated. Chapdelaine moved to dissolve the Audit Committee and Chestine Anderson ("Anderson") seconded. Chapdelaine, Deny, Niggli, Anderson, Farmer, Rodriguez, and WinterSun voted unanimously in favor (7-0) to dissolve the Audit Committee.

III. Approval of April Minutes

Chapdelaine pointed out that Lisa Music is serving as interim Assistant to Allison Kolb while she is on leave. Chapdelaine included information in the minutes pulled from the Committee Reports and the podcast information came from the Development Reports. Chapdelaine moved to approve the April minutes with several corrections and WinterSun seconded. The vote in favor was unanimous (7-0) to approve the April Minutes.

IV. Approval of Agenda

Chapdelaine moved to approve the agenda. Anderson seconded. The vote in favor was unanimous (7-0) to approve the May Agenda.

V. Open Time

Chapdelaine asked if anyone wanted open time. Jama Chaplin and Emma Nation-Myers requested open time. Chapdelaine announced the beginning of Open Time.

Jama Chaplin stated that it was unfortunate that 2/3 of the grant money from the Community Credit Union and the NCC Co-op would not be received.

Emma Nation-Myers stated that she did a survey of meeting minutes and found that Stephanie was not present when she was marked present. Emma Nation-Myers suggested a recall.

Emma Nation-Myers said she would like to assist with grants. She stated that she had written the Board and it was received, but other than that she had not gotten much of a response. She stated the Elections at KMUD had been mentioned by a staff member. Emma Nation-Myers said we should take to heart and strengthen relationships.

Chapdelaine stated that a response was submitted. Regarding airtime, it cannot be used as a premium. Deny added that we do have a subcommittee grant writing group.

Anderson pointed out there is a limit to the number of committees a member can join. Chapdelaine stated it does not include the President because the president can be a member of all committees. Anderson stated the Board needed to appoint officers. Deny stated that two committees are the max but asked if that included subcommittees. Chapdelaine stated it did not include special committees.

VI. Consent Calendar

There are no items under the consent calendar.

VII. Management Reports

Simon Frech – Technical Director

Simon Frech wrote that KMUD is now using a new audio processor, donated by Virgil Scigla. The audio feed is provided via 101 Netlink, as it is for KMUE. After the April 25, 2023 audio outage, the equipment was troubleshooted. The culprit may be a small ethernet switch, whose job it is to combine two networks. KMUD will find out, over time, if it was the cause of the outage. When Virgil Scigla returns from remote work, he and Simon Frech will visit the KMUE transmitter for routine maintenance. Virgil Scigla continues to work remotely, closely monitoring tasks.

Ideally, KMUD needs to replace the phone system, but there are not any funds allocated to do this now. Simon Frech reminded the BOD that there is no insulation in the attic, which leads to higher utility costs. He closed by thanking the administrative staff.

Dorothee Schaefer – Membership Coordinator

Dorothee Schaefer wrote that she felt a bit overwhelmed. The Membership Committee decided to wait for fall for the next drive and focus efforts on the Silent Letter Drive in Northern Humboldt (“NoHum”).

Regarding the Block Party, tasks had to be redistributed because a lot was not taken care of in a timely manner. Dorothee Schaefer is now in charge of the volunteers and communication. For SoHum Pride, she is also in charge of volunteers. Reflections has 25 submissions, most from NoHum. Regarding the coffee booth, she has started to work with DJ Verde on this.

Dorothee Schaefer stated that the website needs to be better, but adequate time to do so is the issue. She, Rodriguez, and Patricia Tinkler are working on a YouTube video. The date of the newsletter was moved to the Tuesday after the 1st Friday, to accommodate submissions from the Program Selection Review Counsel (“PSRC”). She closed by thanking KMUD Board members.

Chapdelaine thanked Lisa Music for taking on the added responsibility during Allison Kolb’s leave. Lisa Music gave a report about DJ Verde being coordinator of the Summer Arts Fair coffee booth. Lisa Music stated that Dorothee Schaefer is also the coordinator.

Tanya Horlick – Public Affairs

Tanya Horlick wrote that she was in discussion with the PSRC. She is actively researching input from the National Federation of Community Broadcasters regarding podcasts and meeting with the Podcasting Subcommittee, as needed. As an augment to the intended project, Tanya Horlick led a grant application seeking funding for the podcast page and stipends for 11 nonprofit KMUD features. She added the application allows KMUD to welcome the Kinest'e/Wailaki, Wintun/Wailaki, and Hoopa Nations as well as Black Humboldt.

Tanya Horlick reiterated the need for a new phone system. Additionally, Studios A and C need an equipment upgrade. Funding is sought.

Dennis Maher – Music Director

Dennis Maher wrote that music preparation for the Block Party is on schedule. Staff are busy gathering CDs for the annual sale. KMUD received a large donation of 2,500 reggae records, from a long-time listener in Orick, CA. Dennis Maher is running a late-night announcement seeking night owls interested in programming. The Intro to Radio class was a success. He closed by thanking everyone for their hard work and dedication to KMUD.

Lauren Schmitt – News Director

Lauren Schmitt wrote expressing gratitude for the Board's commitment to Redwood Community Radio. She informed the Board about staff changes.

Stella Girkins is now a stringer, who will focus on Jackson Demonstration State Forest and the KMUD News podcast. Staff is uploading and archiving KMUD News. Lisa Music joined the news team. Lisa Music's part-time work with Kym Kemp enhances the ability to collaborate effectively in our community. Ryan Christianson, stringer, is now working for a nonprofit project which means he can no longer report for KMUD. Lauren Schmitt added that she wanted to thank Daniel Mintz for his continued dedication to the news team. Eileen Russell has returned to KMUD to cover Northern Mendocino from Covolo. Her position is paid using grant money received to fund reporting from Mendocino.

Lauren Schmitt acknowledged sister stations KZYX and KPFA and pointed to collaborations between the stations. She also pointed out the benefits of such collaboration in emergency situations.

She requested additional funding for the 2024-25 fiscal year to increase the stringer budget. Lauren Schmitt explained that she mentioned the item here because of the inability to attend Finance Committee meetings due to peak hour scheduling conflicts.

Deny asked whether the budget for stringers had already been decided. Lisa Music stated Lauren Schmitt is looking for additional stringers. The budget remains the same, but Lauren Schmitt is asking for more money for 2024 for reporting from outlying areas.

Sarah Starck – Financial Consultant

Sarah Starck wrote that May 15 is the deadline for the 990 and CA 199 tax filings, unless an extension is filed. Both forms are prepared by the auditors. The Board must approve the tax filings. On May 15, after approval, the 990 must be made publicly available. On May 15, the payroll tax is also due. On May 31, The Corporation for Public Broadcasting's Annual Financial Report is due from the auditors.

On June 15, payroll deposits are due. On July 10, the Quarterly Issue and Programs Report is due to the Federal Communications Commission. On July 15, the Quarterly Workman's Compensation Report is due.

Chapdelaine pointed out that the 2022 Audit Report was received by email. A unanimous (8-0) KMUD Board Poll approved the Audit. Chapdelaine stated she believed there were no questions regarding the Audit, and it was signed. Niggli responded in the affirmative.

VIII. Finance Committee Report

Niggli pointed out that KMUD is spending more than it takes in. She said that KMUD is currently using reserves. Regarding major donor campaigns, we should start making a list of people who could donate big chunks and would love to donate. First initial contact Allison Kolb then initiate contact with donors. Let

Dorothee know people you may want to add to the potential donor list. Increased underwriting is necessary to fund the budget.

Sarah Starck asked that all budget proposals be shared with the Finance Committee. In Allison Kolb's absence, we need to work on communication and the liaison between the Development and Finance Committees. Deny stated that she has asked for some time to be on the Finance Committee email and pleaded for the request to be honored. Deny said when she first took over as Development Committee chair, it used to have a Finance Committee liaison. She used to have to respond to financial statements that concerned development and would once again like a similar report. Chapdelaine recommended that Niggli be on the Development Committee email and Deny be on the Finance Committee email, to track other committees and various details. Chapdelaine said she would communicate with Simon Frech and be the liaison to get people added to the listservs.

Anderson stated if the money is not there, there needs to be a cut back. Chapdelaine pointed out the budget is reviewed in July. At that time, the budget can be adjusted. Chapdelaine pointed out that if KMUD is still on this track, the KMUD Board will change the budget. Chapdelaine asked if Niggli had any last words.

Deny pointed out that folks that work with money are usually KMUD Board Members, or other authorized folks. Deny asked Niggli if she was reaching outside the KMUD Board. Niggli asked for people to volunteer for a cash handling class. At the Block Party there will be two entrances. Niggli said people need to fill in for a couple of hours. There is a signup sheet.

Niggli pointed out that she will not be at the next KMUD Board meeting and that Sarah Starck would be on standby.

IX. Old Business

A. Board Retreat Report of Approval of Officers and Committee Chairs

Deny nominated Chapdelaine to be Board President and Anderson, seconded. The vote in favor was unanimous (7-0). Chapdelaine nominated Deny

as Vice President and WinterSun seconded. The vote in favor was unanimous (7-0). Chapdelaine moved to nominate Farmer as Secretary and Anderson seconded. The vote in favor was unanimous (7-0). Chapdelaine moved to nominate Anderson as Correspondence Secretary for 2023 for one year and Deny seconded. The vote in favor was unanimous (7-0).

Chapdelaine reaffirmed her approval of Niggli as the chair of the Finance Committee; Deny as the chair of the Development Committee; Rodriguez as the chair of the Mediation and Building and Grounds Committees; and WinterSun as chair of the Membership Drive Committee.

B. Board Poll Audit Approval

A Board poll for Audit approval was initiated by Niggli, Treasurer and Chair of the Finance Committee. The KMUD Board polled unanimously in favor (7-0) to approve the Audit.

X. New Business

A. New RCR Account at Coast Central Credit Union

Niggli moved that Coast Central Credit Union account be approved as a new account for KMUD and Chapdelaine seconded. The vote was unanimous in favor (7-0). Niggli moved that Chapdelaine and Niggli be authorized on the account. Anderson seconded the motion. The vote was unanimous in favor (7-0).

The full name of the credit union is Central Coast Credit Union. The name on the account will be Redwood Community Radio. Signers on the account will be Chapdelaine, Niggli, Allison Kolb, and Lauren Schmitt. There are no beneficial owners of Redwood Community Radio. This section will be acknowledged, signed, and dated by Tonya Farmer, Secretary of the Board, at the end of the minutes.

B. Miller Ranch Road Property Update

Chapdelaine and Rodriguez went to the property, which is around 40 acres. The owners are willing to sell, but it depends on the appraisal. If it is high enough, then the owners will donate the land. The owners are located in Florida. It's a man and his cousin. There was a house and a garage that burned on the

land which led to the reduction in market values on Miller Ranch Road. Niggli affirmed the best method to complete the transaction would be a third-party beneficiary contract.

There is an appraiser doing the appraisal and offered to do so without charge. There is a clear title. Eric Kirk, the attorney, recommended to accept the donation.

C. Underwriting Development

Niggli stated there is \$8K in outstanding receivables from last year. Niggli posited whether the underwriting from last period should be kept hot or let go. Farmer suggested KMUD not write-off old receivables. Niggli discussed various accounting issues. Chapdelaine reminded to keep personnel issues to closed session. A possible solution to getting underwriting payments paid timely is to add a bill pay button on the website.

D. Board Approval of Committee Members

Development – Deny, Chair

Deny stated official members are Lisa Deny, Jimmy Durchslag, Tanya Horlick, Katie Phillips, Emma Nation-Myers, and the new member is Rodriguez. Tanya Horlick is a member of the Development Committee.

Chapdelaine moved to approve committee members and Anderson seconded. The vote in favor was unanimous (7-0). Niggli stated that she would like to add Allison Kolb to the motion. Allison Kolb was added to the list. Chapdelaine moved to approve remaining committee members and Farmer seconded. The vote in favor was unanimous (7-0).

Finance – Niggli, Chair

All Finance Committee members are willing to continue their membership. Members are Niggli, Sarah Starck, Margie Plant, Jama Chaplin, and Behr. Chapdelaine moved to approve official members of the Finance Committee and Deny seconded. The vote in favor was unanimous (7-0).

Policy – Chapdelaine, Chair

Members are Chapdelaine, Deny, and Rob Bier. Chapdelaine moved to approve Deny and Rob Bier as members of the Policy committee and Deny seconded. The vote in favor was unanimous (7-0).

Membership Drive Committee – WinterSun, Chair

Members are WinterSun, Behr, Dorothee Schaefer, Katie Phillips, Daniel Nickerson, Allison Kolb, and Sheila O'Toole, a volunteer. Chapdelaine moved to approve the members and Niggli seconded. The vote in favor was unanimous (7-0).

Mediation – Rodriguez, Chair

There has not been a meeting and there is no official committee. Chapdelaine moved to table approval of official members and Deny seconded. The vote in favor was unanimous (7-0).

Building and Grounds – Rodriguez, Chair

There is no official committee, but there are conversations with people who are willing to help. Rodriguez will ask if anyone is willing to be on an official committee. Chapdelaine moved to table approval of official members and Anderson seconded. The vote in favor was unanimous (7-0).

Community Advisory Board (CAB) – Siena Klein, Chair

Jama Chaplin stated she did not have a list of official members. Chapdelaine moved to table approval of the members of the CAB. Anderson seconded. The vote in favor was unanimous (7-0).

E. Business License Vote

Regarding the Humboldt County Business License, there is no connection between the license and sales tax. The Finance Committee recommends getting a business license. Niggli stated that we should put the business license issue on the agenda. Chapdelaine pointed out that we do not yet have enough

information. It will cost around \$388 for the initial license and the renewal will cost around \$17.

F. Mural Art

Ryan Reykdal offered to paint murals on orange containers. There are two images, a microphone and Redwood trees to be on the containers. WinterSun asked if any money was involved, and it was noted that the paint and labor were donated. Deny stated it was originally to be a festive unveiling. It was going to be a work-in-progress at the Block Party. The KMUD Board should use due diligence regarding the wood installation puzzle over the doors of the shed, which is a different proposal. Concerns were expressed about the puzzle falling apart or adding weight to the doors. Farmer stated she did not like the tree visually. WinterSun stated he did not have any strong objections.

XI. Committee Reports

A. Programmer Representatives

There was nothing to report.

B. Member Representatives

Tabling in Northern Humboldt

Chapdelaine asked WinterSun how tabling went up north. WinterSun stated that people (listeners) were interested in talking about music. This was more exposure than a benefit to the bottom line. WinterSun pointed out that it was good for networking, but not fundraising. Cal Poly Environmental Club expressed interest in being on the air.

C. Community Advisory Board (CAB) – Siena Klein

Jama Chaplin stated CAB is looking at a June 13 meeting date.

D. Correspondence Secretary – Anderson

Anderson stated that she had answered a few letters.

E. Development Committee – Deny

Deny was asked to visit businesses to seek potential sponsorships for the Block Party. Deny went into the community and visited 15 or more businesses. Allison Kolb prepared a sponsor sheet. Information was left with employees, many who could not make managerial decisions. Lauren Schmitt, Lisa Music, and Dorothee Shaeffer wrote several emails to Deny regarding sponsorships. Deny pointed out that she did not hold the official title of Coordinator of Sponsorships.

Many businesses did express interest in being sponsors for the Block Party, perhaps in-kind donations. Benbow Inn expressed interest in donating to nonprofits. Golden Dragon is committed. Allison Kolb wanted two or three big sponsors, like those who are willing to donate \$5K or more. Vocality was reached but committed to less than that target amount. Staff have the list of the businesses that were contacted. Deny normally asks for between \$50-250 not \$250-6000. Allison Kolb provided a list of big sponsors she had already contacted. Deny gave Dorothee Schaefer Allison Kolb's list of potential sponsors.

Deny stated that Dorothee Schaefer and DJ Verde will work on the SAMF Coffee Booth and donate their time. Dennis Maher. contacted various DJs. Niggli added a clarification that we are not going to call it *GayMUD*, but instead call it a *Pride Event*. The recommendation was to talk to Lauren Schmitt so she will use the new term in advertising.

There is a Hip Hop Dance Party and Techno DJ Party planned for August. An art and culture grant is something Tanya Horlick is working on. For Northern Nights, KMUD was asked to do a coffee booth, but it is not yet sure of the commitment details.

F. Membership Drive Committee – WinterSun

There was nothing to discuss and the next drive will be in the fall.

G. Policy Committee – Chapdelaine

Chapdelaine stated that she sent everyone a policy manual done in October. Amendments will be sent out to put in the front to the board binder. The

new digital version of the manual was in a previous email. The October version is in that email.

H. Mediation Committee – Rodriguez

There was nothing to discuss.

I. Building and Ground Committee – Rodriguez

Building and Ground has been busy. A lot of yard work was completed. Beatrice Campbell from Singing Trees donated plants for the flower beds at the KMUD studio. Coleman Pulsifer came and cut blackberries. Rodriguez is working on a burn permit. The lawnmower will be fixed soon. Weed whacking will also occur. The windows in the back of the shed were donated, but the tarps covering the windows started to weather and shred, which was problematic. A better tarp is needed, one that will not weather. Chapdelaine volunteered to help. There is also a need to close up the holes where cats are getting into the shed.

Dorothee Schaefer sent out emails and will coordinate with Kevin Fleming and Jordan Jumpshot to beautify the areas around the studios. Members are held up on painting the side that faces Dazey's Supply. Painting may occur in June, after the Block Party. Groundkeepers' Potluck is coming up. Deny thanked Rodriguez for the cleanup party for Earth Day. Chapdelaine stated that Dorothee Schaefer suggested Friday afternoons at 3:00 – 6:00 p.m. as an ideal time for volunteers to donate time.

XII. Committee Meeting Schedule

All meetings take place on-line until further notice. Those interested in attending one should first check to make certain that no changes have been made to this schedule. Zoom meeting IDs, pass codes, phone numbers and links for the Board meeting can be found on the email that is distributed before the meeting and on the KMUD website. For access to other meetings, please contact the committee chair. The next Board meeting is scheduled for June 13, 2023.

Board of Directors	Second Tuesday, 3:00 p.m.
Membership Drive	Fourth Tuesday, 4:00 p.m.

Minutes May 9, 2023

Development	Third Wednesday, 3:00 p.m.
Policy	Fourth Wednesday, 11:00 a.m.
Executive	Fourth Wednesday, 12:00 p.m.
Finance	Third Tuesday, 3:00 p.m.
CAB	Quarterly, 6:00 p.m.
Board Talk Show	August 9 th , 7:00 p.m.

XIII. Closed Session

The KMUD Board requested a closed session.

XIV. Adjournment Meeting

Adjourned at 7:23 p.m.